



UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-05-278**
Issue Date: **12/05/05**
Closing Date: **01/06/06**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Management and Program Analyst
GS-0343-15
Position is at the full performance level
One position
Competitive Service
Non-Bargaining Unit Position

VACANCY LOCATION

U.S. Patent and Trademark Office
Office of General Counsel
Alexandria, VA

AREA OF CONSIDERATION

PTO Employees with Status
Current Federal Employees with Status
General Public (Non-Status Applicants)
Reinstatement Eligibles
DOC Surplus, Displaced Employees in
local commuting area

Duties: This position is located in the Office of General Counsel, and reports directly to the General Counsel. The incumbent is responsible for a wide range of management support and analytical tasks. The incumbent has a broad understanding of the legal issues handled by the OGC, and is responsible for providing OGC leadership on a variety of management issues. Prepares and updates strategic plans for the OGC, develops goals, objectives and performance measures that integrate USPTO and OGC objectives. Plans, organizes and provides direction in line with the General Counsel's goals and plans, related to OGC operational issues including training, budget, procurement, human resources and automation. Represents OGC with respect to USPTO-wide management initiatives. As part of the planning process, identifies and integrates the training, automation, procurement, records management and budgetary needs of various OGC units, particularly with respect to achieving cross-unit efficiencies and planning for new functions and processes. Develops cost-benefits analyses and other studies to assist in the decision making process for new initiatives and to support the preparation of business cases for such initiatives. Leads OGC activities related to business area review of Office of the Chief Information Officer's (OCIO) development and operational budget and provides expert advice to the General Counsel on information technology projects and costs. Represents the OGC in the Agency's Capital Planning and Investment Control (CPIC) process for automation system development and monitoring. Helps assure that processes in OGC comply with legal and regulatory controls, and develops policies for adoption by OGC managers to assure such compliance. Plans for OGC automation needs through analysis of OGC goals and work processes, with an expert understanding of automation principles and capabilities. Develops system administration procedures, including user registration and access, reports generation, system modification or enhancement, and other similar activities.

Summary of Qualification Requirements: Applicants must have had **one year of specialized experience**, which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled and equivalent to the GS-14 grade level in the Federal Service. Specialized experience is having subject matter knowledge and experience relative to the above-described duties. **Specialized experience** includes **experience that demonstrates knowledge of qualitative and quantitative analytical methods; project management and organizational principles; legal programs and operations; and electronic systems requirements and interfaces**. Applicants who have held a General Schedule (GS) position within the last 52 weeks **MUST** meet the time-in-grade restrictions in accordance with 5 CFR 300.604 (held a GS-14 grade level for one year). CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

Evaluation of Qualified Candidates: will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Experience in providing analytical support to senior executives in a variety of management support functions, and in using a variety of methods for evaluating and developing new programs, and assessing and improving program effectiveness. Knowledge of automated work tools to support management analysis (provide detailed examples of analysis you have completed).

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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2. Knowledge of information technology process implementation and requirements development. Include any experience with ABC costing, life cycle management, systems requirements documents, and capital planning and investment control.
3. Knowledge of budget, procurement and/or human resources operations, and ability to provide high level management support to the OGC in regard to procurement, budget, records management and human resources.
4. Familiarity with relevant patent and trademark procedures and experience in implementing changes to them.
5. Ability to communicate effectively both orally and in writing and to represent the organization's policies and interests to a variety of audiences, including government staff, managers, and the public.

How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an resume **OR** OF-612 (form can be assessed from the following web site: <http://www.opm.gov/forms/html/of.asp> - http://www.opm.gov/forms/pdf_fill/of612.pdf)
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (**Status Candidates Only**)
3. Vacancy announcement number, position title and grade level(s) you are applying for **must** be recorded on the application submitted.
4. Status candidates who want to be considered under **both** merit promotion and competitive procedures **must** submit **two** complete applications. If only one is received, it will be considered under the merit promotion announcement.
5. **Statement of qualifications relating to each of the Ranking Factors.**

Applications submitted by mail with a **postmark date of on or before the closing date** of this announcement will be considered **only** **if received in the USPTO, Office of Human Resources**, within five (5) working days after the closing date.

FOR SPECIFIC INFORMATION CALL: Dub Byars (571) 272-6189

TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV.

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
Elizabeth Townhouse
Customer Service Center, 1A79
550 Elizabeth Lane
Alexandria, VA 22314



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VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.

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- 14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
- 15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
- 16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
- 17. Relocations expenses will not be paid.**

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.